

Authorize Enrollment Transfer

To move a student from your organization/school, you must authorize the transfer request from the new organization/school.

Prerequisites

From the header bar or the Setup menu.

From the header bar:

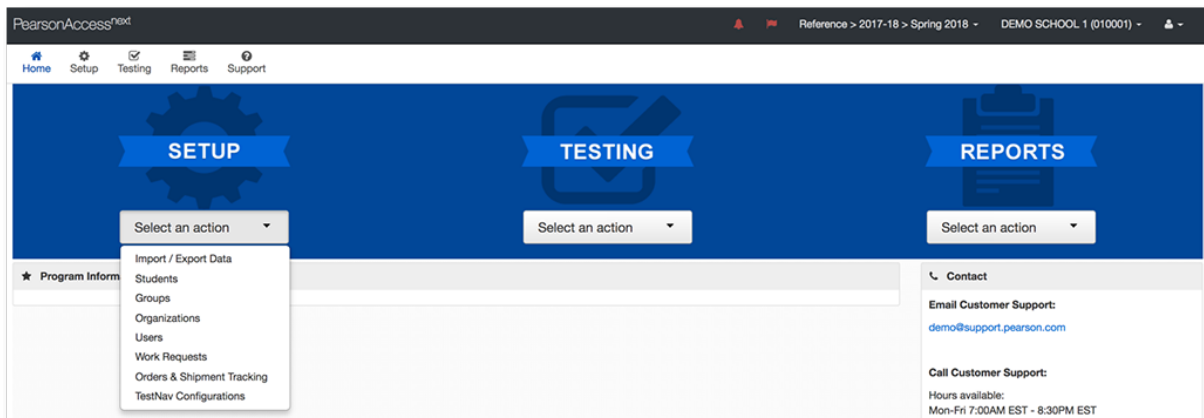
1. Click the red bell icon.
2. Select **Transfer Requests**.

From the Setup menu:

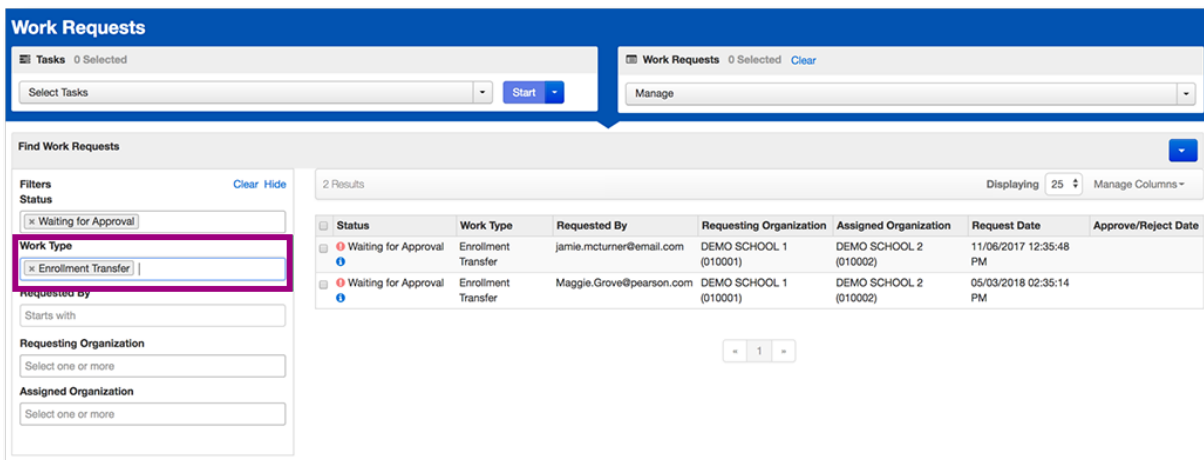
1. Select **Work Requests**.
2. Click the **Work Type** filter and select **Enrollment Transfer**.
All transfer requests display. *To view all related requests by transfer status, click the **Status** filter, and select a transfer status.*

Step-by-Step

1. From **Setup**, select **Work Requests**.



2. Click the **Work Type** filter and select **Enrollment Transfer**.



3. Select an enrollment transfer request(s).

Work Requests

Tasks 0 Selected

Select Tasks ▼ Start

Find Work Requests

Filters Clear Hide

Status

☒ Waiting for Approval

Work Type

☒ Enrollment Transfer

Requested By

Starts with

Requesting Organization

Select one or more

Assigned Organization

Select one or more

2 Results

<input type="checkbox"/>	Status	Work Type	Requester
<input type="checkbox"/>	ⓘ Waiting for Approval	Enrollment Transfer	jamie.mct...
<input checked="" type="checkbox"/>	ⓘ Waiting for Approval	Enrollment Transfer	Maggie.G...

4. Click **Select Tasks**, select **Approve / Reject Enrollment Transfer**, and click **Start**.

Work Requests

Tasks 1 Selected

Select Tasks ▼ Start

☐ Request / Delete Enrollment Transfer

☒ **Approve / Reject Enrollment Transfer**

☐ Edit Remote Testing

☐ Approve / Reject Remote Testing

Status

☒ Waiting for Approval

Work Type

☒ Enrollment Transfer

Requested By

Starts with

Clear Hide

2 Results

<input type="checkbox"/>	Status	Work Type	Requester
<input type="checkbox"/>	ⓘ Waiting for Approval	Enrollment Transfer	jamie.mct...
<input checked="" type="checkbox"/>	ⓘ Waiting for Approval	Enrollment Transfer	Maggie.G...

5. Review the enrollment request and **Approve** or **Reject**.

Approve / Reject Enrollment Transfer

ENROLLMENT TRANSFERS (1)

LASTNAME14, FIRSTNAME14 (AA14)

DETAILS

LASTNAME14, FIRSTNAME14 (AA14)

ApproveReject

State Student Identifier*

AA14

Last or Surname*

LASTNAME14

First Name*

FIRSTNAME14

Middle Name

Birthdate*

2005-01-01

Change Enrollment From

TESTSCHOOL (AR-1234567-1111111)

Change Enrollment To

FRANKLIN SCH 1 (AR-7654321-1234567)

Reject Enrollment Transfer Reason

ApproveReject

Work Request Status

Waiting for Approval

Request Received

2015-10-29

Video

Effects

After you approve the request, all student test information and demographics appear to the new school and are not visible to the original school.